**Port Program Committee** **Minutes**

Friday, March 22, 2013

**Attendance:** Barbara, Erik, Jeff, Jenny, Katharine, Krystal, Marelda, Mary K., Sarah, Shannon, Susan

**Next Steps:**

* Share Outlook calendar of CWM and port events, to be updated as plans progress (Katharine)
* Draft checklist of what we want to accomplish in port visits and work on possible dates for visits (Katharine)
* Plan New London school group visits for May dates and estimate staffing needs (Barbara and Sarah)
* Continue to design dockside experience walkthrough (Jeff)

**Minutes:**

*Welcome Erik Ingmundson, Supervisor of Interpretation*

* Ext. 5287. Will attend port program committee meetings.

*Reflections and Outcomes from Port Partner Charrette on Friday, March 15*

* Definite enthusiasm and many ideas from all in attendance.
* Helped define clarity about roles of Mystic Seaport and of the port institutions.
* Continuing to share ideas from port partners
  + Provincetown interested in lighting the CWM at night and reaching out to tourists even though CWM won’t be docked
  + Cape Cod Centennial Committee interested in bringing local teachers together for a meeting and sharing Year of the Morgan resources—can do this at each port
  + New Bedford National Whaling Historic Park has youth ambassador program with history-based rap videos online, could collaborate for Morgan project
* Next, invite these port partners to the launch in July
  + Send tickets for one-day free admission to the museum
  + Recognize with badge that identifies their port city
  + Meet with them for coffee or lunch to touch base
  + Give opportunity for port partner institution rack cards in the VRC

*Port Site Visits*

* We are planning follow-up site visits for this summer to mirror the dates that the Morgan will be in each port next summer, matching the same days of the week if possible
* Will work with port partners from the charrette to set up meetings with other in the community that we may not have contacted yet
* Bring site plans but also visit site itself and get as much in-person approval for details as possible
  + The forthcoming information from Tony Arrow’s docking-focused port visits will help with some of these details
* Need checklist of what we want to accomplish in port visits

*Dockside Experience Update—Jeff*

* Need bi- or tri-lingual exhibits?
  + Yes, a welcoming gesture. Keep it simple and consistent.
  + New Bedford recommends Spanish, Portuguese, and English. Ask who they use for translation or find a professional translator though local colleges.
* Phase B design has begun with more specifics for each unique port site
* Compiled list of equipment needed for craftspeople (cooper, shipsmith)
* Identify where sponsors can be recognized
* Keeping in mind ways to simplify setup of exhibit pieces—sometimes more spending on fabrication can save spending on installation staff

*Education*

* Plans for school groups touring CWM in New London are in the works
* Martha’s Vineyard schools may also still be in session at the end of June when CWM docks
* Year of Morgan resources can be shared with port partners and local teachers

*Department Meetings and Funding Update—Susan*

* Susan and Katharine are scheduling meetings with the staff of each department to give an update on the Voyage, to discuss opportunities for involvement, and to answer questions
  + The Finance department had good feedback about admission rates, equipment to take credit cards, and the need to provide receipts for tax purposes if we take donations
  + The Collections department wondered what will be produced from this Voyage that will be added to our collection—e.g. a thorough logbook, a homeward bound pennant
* Susan recently met with representatives from Pepsi. They are interested in being involved and wanted to know if they will be able to sell product at the ports (which is a question Tony Arrow is asking in his visits) and how much control we will have of what is sold on the premises.
* CT Humanities is interested in Year of the Morgan programming. They sponsor smaller grants with a quicker turnaround that might fit our needs.

**Next Meeting:**  Friday, April 19, 2:00-3:30pm in the Keener Room. (The originally scheduled next meeting, April 5, is the date of a Voyaging Roundtable with experienced captains to get their feedback about the sailing portions of the voyage.)